



**Department of Energy**  
**National Nuclear Security Administration**  
Washington, DC 20585



MEMORANDUM FOR MANAGER, LIVERMORE SITE OFFICE

FROM:

Thomas P. D'Agostino  
Deputy Administrator  
for Defense Programs

SUBJECT:

APPROVAL OF SITE OFFICE ACTION PLAN  
FOR IMPROVING ACTIVITY LEVEL WORK PLANNING  
AND CONTROL PROCESSES

We have reviewed the attached Livermore Site Office (LSO) Action Plan, *Improving Activity Level Work Planning & Control Processes Action Plan for Defense Nuclear Facilities Safety Board Recommendation 2004-1, Commitment # 23*, dated February 7, 2006. The action plan is consistent with the direction provided in my January 23, 2006, memorandum, *Revitalizing Integrated Safety Management; Site Office Action Plans for Improving Activity Level Work Planning and Control Processes*, and is hereby approved.

We appreciate the valuable contributions of Livermore Site Office and Lawrence Livermore National Laboratory personnel in the workshops and meetings where the action plan content was developed. We will continue to work with you and the contractor to ensure adequate implementation and documentation of the required actions.

If you have any questions, please contact Rick Kendall, at (301) 903-3102 or by e-mail at [Rick.Kendall@nnsa.doe.gov](mailto:Rick.Kendall@nnsa.doe.gov).

Attachment

cc w/attachment:

J. Paul, NA-2

F. Russo, NA-3.6

E. Blackwood, EH-21

D. Compton, DR





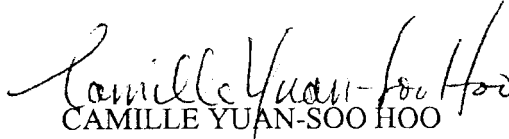
**Department of Energy**  
National Nuclear Security Administration  
Livermore Site Office  
PO Box 808, L-293  
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Livermore, California 94551-0808



**FEB 07 2006**

MEMORANDUM FOR THOMAS P. D'AGOSTINO  
ASSISTANT DEPUTY ADMISTRATOR  
FOR PROGRAM INTEGRATION

FROM:

  
CAMILLE YUAN-SOO HOO  
MANAGER

SUBJECT: Improving Activity Level Work Planning & Control Processes  
Action Plan for Defense Nuclear Facilities Safety Board  
Recommendation 2004-1, Commitment # 23  
(Doc. # LSOAMTS:060018)

REFERENCES:

- 1) Memorandum from D'Agostino to Site Office Managers,  
*Revitalizing Integrated Safety Management; Site Office Action  
Plans for Improving Activity Level Work Planning and Control  
Processes*, dated January 23, 2006
- 2) Email from Rick Kendall to Distribution, *DNFSB  
Commitment 23 Template*, dated January 24, 2006

Attached for your review, please find the Livermore Site Office Action Plan for Commitment # 23 of the DNFSB Recommendation 2004-1 Implementation Plan, as requested in reference 1. The Site Assessment Report and Site Implementation Plan follow the template distributed in reference 2.

If you have any questions, please contact Mr. Ed Ballard of my staff at (925) 423-3020.

Attachment:

NNSA Livermore Site Office Action Plan for Improving Activity Level Work Planning and Control Processes, DNFSB Recommendation 2004-1 Implementation Plan Commitment # 23

Thomas D' Agostino

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cc (w/ attachment):

Rick Kendall, NA-124

Wayne Shotts, LLNL, L-001

Bill Bookless, LLNL, L-668

Rex Beach, LLNL, L-470

Dawn Roarty, LLNL, L-455

Anita Gursahani, LLNL, L-657

Connie De Grange, LLNL, L-668

**NNSA Livermore Site Office Action Plan  
for Improving Activity Level Work Planning and Control Processes  
DNFSB Recommendation 2004-1 Implementation Plan Commitment # 23**

Commitments		Planned Completion Date	Responsible Individual and Point of Contact	
No.	Planned Action		Site Office	Contractor
1	Review existing site work planning and control processes against the “attributes” from Attachment 1, <i>Activity Level Work Planning and Control Processes – Attributes, Best Practices, and Guidance for Effective Incorporation of Integrated Safety Management and Quality Assurance</i> , identify any gaps, and identify corrective actions to eliminate the gaps;	April 30, 2006	Ed Ballard	Rex Beach
2	Review existing site work planning and control processes against the best practices and guidance from Attachment 1, <i>Activity Level Work Planning and Control Processes – Attributes, Best Practices, and Guidance for Effective Incorporation of Integrated Safety Management and Quality Assurance</i> , identify areas for improvement, and take appropriate actions;	July 31, 2006	Ed Ballard	Rex Beach
3a	Institutionalize the Appendix B CRAD ( <i>Assessment Criteria and Guidelines for Performing Assessments of the Effectiveness of Incorporation of Integrated Safety Management and Quality Assurance Principles Into Activity Level Work Planning and Control at NNSA Sites</i> ) from Attachment 1, <i>Activity Level Work Planning and Control Processes – Attributes, Best Practices and Guidance for Effective Incorporation of Integrated Safety Management and Quality Assurance</i> , so that activity level work is routinely assessed by the site offices and contractors for all contractor organizations that perform work;	April 30, 2006	Ed Ballard	Connie De Grange
3b	Complete first assessment using the Appendix B CRAD;	April 30, 2006	Ed Ballard	Bill Bookless
3c	Complete second assessment using the Appendix B CRAD;	July 31, 2006	Ed Ballard	Bill Bookless
3d	Determine remaining assessments to be conducted for the year and develop schedule for performing the assessments;	August 31, 2006	Ed Ballard	Leland Younker, Acting
4	Confirm that work planners are adequately trained and qualified to the criteria/expectations defined in Attachment 2, <i>Training and Qualification of Work Planners</i> , or for those work planners who are not qualified, identify dates by which they will be qualified;	August 31, 2006	Ed Ballard	Dawn Roarty
5	Implement periodic/routine management observation of work activities and interaction with workers in the field/on the floor, in accordance with the criteria/expectations defined in Attachment 3, <i>ISM – Management on the Floor Interaction with Workers</i> ;	September 30, 2006	Ed Ballard	Rex Beach
6	Document how the above actions will flow down to ensure the adequacy of work performed by subcontractors, and how adequate implementation by subcontractors is verified.	January 31, 2007	Ed Ballard	Anita Gursahani